

**SECRET**

**\*OGC Has Reviewed\***

**14 February 1951**

**MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)**

**SUBJECT: Office of General Counsel**

1. In accordance with your instructions in the Administrative Staff meeting of 8 February, I am submitting a brief description of my office and its activities.

2. The office presently contains seven lawyers on duty, including myself. Negotiations are under way to bring in a badly needed deputy and another attorney to assist in covert matters.

3. The bulk of the work comes from the covert offices and is constantly increasing. Three lawyers, including the senior Assistant General Counsel, are assigned full time to advise on legal aspects of covert operations. Two attorneys, primarily engaged in general legal research and advice, also consider covert problems as assigned.

4. In the absence of a deputy, there are two senior employees -- the Legislative Counsel, Mr. Walter L. Pforzheimer, and the Assistant General Counsel, [REDACTED]. Biographical data on each is attached hereto. As to their capabilities, I unhesitatingly consider each excellent in their assignment because of their basic ability, grounding in the law, experience in the type of work in which they are engaged and demonstrated competence while members of this office. The other four lawyers are also considered to be thoroughly competent and deserve ratings of excellent throughout.

5. The secretarial and clerical staff is unusually good, and will need some expansion with the acquisition of the additional attorneys.

**CHANGES SINCE 1 October:**

No basic change has taken place in the functions or manner of function of this office since 1 October.

One attorney has been transferred to the legal staff from OPC where he was not engaged in legal work.

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A branch office has been established in "L" Building to enable the attorneys advising on covert matters more effectively to assist OSO and OPC.

The General Counsel's Office itself was moved from the Administration Building to the South Building.

LAWRENCE R. HOUSTON  
General Counsel

25X1A

Attachments:

Biographical Data:

Mr. W. L. Pforzheimer

LRHouston/ml1

cc: Subject  
Chrono

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